STATEMENT OF WORK
COMMERCIAL OFF THE SHELF TRAINING (COTS)

1.0. SCOPE: The contractor shall deliver Commercial Off the Shelf (COTS) financial management and accounting courses to the Defense Finance and Accounting Service (DFAS). DFAS includes DFAS-HQ, each Center and Operating Locations (OPLOCs). The types of COTS courses required are listed at Appendix A (The titles listed or equal).

2.0. Background. The Defense Finance and Accounting Service has a need to provide its employees with high quality training in the various finance and accounting disciplines and functional areas. Several of the commercially available courses meet our requirements and do not require modification, tailoring or development.

3.0. REQUIREMENTS

3.1. The contractor shall provide personnel with expertise and appropriate qualifications to teach the specific COTS courses requested. Class size will range from 10 to 30 students. More than one class could be required at the same time.

3.2. The contractor shall provide standard COTS training materials.

3.3. The contractor shall provide COTS training at the following CONUS DFAS sites as requested.

Site ID	**Name**	**Location**
DFAS-HQ	Headquarters	Arlington, VA
DFAS-CL	Cleveland Center	Cleveland, OH
DFAS-CH	Charleston OPLOC	Charleston, SC
DFAS-NO	Norfolk OPLOC	Norfolk, VA
DFAS-OA	Oakland OPLOC	Oakland, CA
DFAS-PE	Pensacola OPLOC	Pensacola, FL
DFAS-SD	San Diego OPLOC	San Diego, CA
DFAS-CO	Columbus Center	Columbus, OH
DFAS-DE	Denver Center	Denver, CO
DFAS-LX	Lexington OPLOC	Lexington, KY
DFAS-DA	Dayton OPLOC	Dayton, OH
DFAS-SB	San Bernardino OPLOC	San Bernardino, CA
DFAS-LS	Limestone OPLOC	Limestone, MN
DFAS-OM	Omaha OPLOC	Omaha, NE
DFAS-SA	San Antonio OPLOC	San Antonio, TX
DFAS-IN	Indianapolis Center	Indianapolis, IN
DFAS-LA	Lawton OPLOC	Lawton, OK
DFAS-OR	Orlando OPLOC	Orlando, FL
DFAS-RI	Rock Island OPLOC	Rock Island, IL
DFAS-RO	Rome OPLOC	Rome, NY

DFAS-SE	Seaside OPLOC	Seaside, CA
DFAS-SL	St. Louis OPLOC	St. Louis, MO
DFAS-KC	Kansas City Center	Kansas City, MO
DFAS-PX	Patuxent River	Patuxent River, MD

3.4. Overseas training may be requested in the following OCONUS locations: Germany, Hawaii and Japan. If travel to a foreign area is required, the contractor shall be responsible for obtaining any passports and visas that may be required by his personnel to support tasks performed under this SOW. Country clearance may also be required.

3.5. The contractor shall utilize a standard toolset and methodology for delivering COTS courses.

4.0. DELIVERABLES:

4.1. The contractor shall distribute a standard government training evaluation for course feedback at the end of each training session. The Government point on contact (POC) will collect the evaluations.

4.2. The contractor shall require each class of students to document a class roster to validate class attendance. The roster shall include the Students Name, Organization, Telephone number and Social Security number. The Government POC will collect the roster.

4.3. A monthly MS Project Training Schedule, listing the courses, the sites, the date and time of classes, and the instructor. This training schedule shall be transmitted electronically to the COR five (5) days before the beginning of the scheduled training month.

5.0. GOVERNMENT FURNISHED RESOURCES:

5.1. The government will provide workspace and facilities in the locations where the training is to be held. No training is anticipated in contractor-owned facilities.

5.2. Classrooms accommodating between 10 – 30 students will be provided.

5.3. The Government will set up the classrooms.

5.4. Government personnel will provide coordination assistance with the receipt of the training materials, the preparation of the classrooms, and other necessary liaison functions. The names and phone number will be provided prior to performance.

6.0. DFAS-HQ/C PROJECT MANAGER: Will be provided at time of award.

7.0. HOURS OF WORK: Contractor personnel are expected to conform to normal operating hours at the place of performance.

8.0 TRAVEL: The Government reimbursement for Actual expenses for travel are limited by the governments Joint Travel Regulations (JTR) and must be coordinated and pre-approved by the DFAS-HQ/H points of contact.

9.0 SECURITY: No clearance is required for this activity.

10.0. PRIVACY ACT: Work on this project may require that personnel have access to Privacy Information. The contractor shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations in their performance under this SOW.

APPENDIX A

These titles, or equal, are required under this BPA:

- Introduction to Financial Management
- Performance-Based Budgeting
- Performance Measurement: Financial and Program Evaluation
- Activity-Based Cost Management: Determining Full Costs of Performance
- Advanced Appropriations Law- Appropriations Law for Grants, Co-op Agreements, and Claims
- Certifying Officers Workshop
- Civilian Travel Regulations (PCS/TDY)
- Federal Appropriations Law
- Federal Appropriations Law Update
- Appropriations Law Seminar
- Appropriations Law Update
- Earned Value Management
- Federal Financial Management Overview
- Fees for Services
- Financial Management for Program Managers
- Financial Management of Working Capital(Revolving) Funds
- Fundamentals of Defense Working Capital Funds
- Locating Financial Management Resources on the Internet
- Management of Defense Working Capital Funds
- Selecting Automated Financial Systems
- Standard Army Retail Supply System (SARRS)
- The Anti-Deficiency Act
- The Integrity Act: Management Accountability and Control
- The Integrity Act: Overview for Federal Managers
- Understanding Private Sector Financial Statements

Budgeting Courses

- Federal Budget Process
- Federal Budgeting for Non-Budget Personnel
- Introduction to Federal Budgeting
- Budget Analysis Workshop
- Budget Execution
- Budget Formulation
- Budget Justification and Presentation
- Budget Analysts Workshop: Budget Formulation, Justification, and Execution
- Budget Estimating Using Microsoft Excel
- Capital Programming and Budgeting
- PPBS Workshop: The Defense Planning, Programming, and Budgeting System
- Program and Budget Analysis Using Microsoft Excel

- Reporting Budget Execution: The SF-133
- The Federal Budget Process
- Writing Effective Budget Justifications

Accounting Courses

- Accounting for Non-Accountants
- Activity-Based Costing
- Basic Cost Accounting Concepts
- Federal Accounting Standards
- Federal Cost Accounting Concepts
- Government Standard General Ledger
- Introduction to Federal Accounting
- Accounting for Property, Plant, and Equipment: SFFAS #6 & #8
- Accounting for Reimbursable Authority
- Accounting for Revenue and Other Financing Sources: SFFAS #7
- Accounting Procedures in Federal Agencies
- Administering the Prompt Payment Act and Voucher Examination
- Budgeting and Accounting: Making the Connection
- CFO Reporting: Presentation, Disclosure, and Analysis
- Federal Financial Statements: OMB 97-01
- Fundamental Federal Accounting Principles
- Managerial Cost Accounting: SFFAS #4
- Statement of Federal Financial Accounting Standards: SFFAS
- U.S. Standard General Ledger
- Prompt Payment Act

Performance Management Courses

- Competitive Approaches in Government
- GPRA: Essentials of the Results Act
- Performance Budgeting
- Performance Measurement Workshop
- Tools for Improving Performance: Analytical Techniques
- Introduction to Financial Management
- Performance-Based Budgeting
- Performance Measurement: Financial and Program Evaluation

Auditing Courses

- Applying Modern Human Resource Techniques in the Audit Environment
- Federal Financial Statement Audits- Getting Ready and Staying Current
- Performance Auditing When Results Are Mandated by Law
- Basic Government Auditing
- Prevention and Detection of Fraud